FINANCE SECRETARIAT

Procedure to be followed for submitting memorandum/Representations/Replies to the questionnaire to the Pay Commission

OFFICIAL MEMORANDUM

No. FD 4 SRP (3) 74, BANGALORE, DATED 19TH OCTOBER 1974.

Government have appointed a One-Man Pay Commission under G O. No FD 4 SRP (3) 74, dated 13th August, 1974 to review the pay structure etc., of the State employees. In the conduct of its business the Pay Commission may have to call for information and documents from the departments of Government and also invite official witnesses to tender evidence before it. The Commission may also like to obtain views of the Secretaries to Government, Heads of Departments and other officers of Government in regard to the various aspects of its terms of reference. It is also considered necessary to prescribe a procedure for furnishing replies by the Heads of Departments to the Commission. With a view to enabling the Departments to supply factual information etc., to the Commission and also with a view to providing individual Government employees the fullest scope to express their personal views on the items placed before the Commission, the following instructions are issued for guidance :—

1.1 The Departments may furnish to the Commission factual information and other documents that may be required by the Commission.

1.2 The Secretaries to Government may express to the Commission their personal views formed in the light of their knowledge and experience.

1.3 Other Secretariat Officers i.e. Additional Secretaries/Special Secretaries' Joint/Deputy or Under Secretaries as well as Heads of Departments may also give evidence orally or in writing to the Commission on matters coming within their spheres of work.

1. 4. Individual Government servants may submit Memoranda etc. to the Commission in their individual capacity, provided that individual grievances, are not submitted to the Commission.

1.5. Government servants may appear before the Commission on behalf of Service Associations with which they are connected.

2. The procedure to be followed for furnishing replies to the questionnaire will be as follows:

2. 1. The Heads of Departments may send in their official capacity their replies/remarks to the Questionnaire to the concerned Secretaries to Government who will arrange to forward such replies along with their comments to the Secretary of the Pay Commission.

2. 2 The Secretaries to Government and Heads of Departments may send their replies to the Questionnaire in their personal capacity directly to the Secretary of the Pay Commission.

2. 3. The Subordinate Officers of various Departments will no doubt have an opportunity of making their representations through their Service Associations. However, such of them asare desirous of sending their replies to the Pay Commission may do so directly to the Secretary of the Pay Commission.

3. The Secretaries to Government and Heads of Departments are also requested to extend their co-operation to the Pay Commission in its work.

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